

CITY OF FORT SASKATCHEWAN

Notice of Motion – Review Travel and Expense Claims Policy and Council Remuneration Policy

Motion:

That Council direct Administration to review Travel and Expense Claims Policy FIN-012-C and City Council Remuneration Policy and Procedure GOV-009-C, and bring forward recommendations to ensure relevant information is appropriately organized and the proper checks and balances exist for each type of reimbursement claim that may be made, prior to the end of the second quarter.

Purpose:

To research and recommend improvements to current Council policies relating to remuneration and expenses.

Background:

At the February 14, 2017 regular Council meeting, Councillor Garritsen presented a notice of motion directing Administration to conduct a review of policies related to Council expenses and remuneration.

The applicable Council policies are:

- GOV-009-C City Council Remuneration, last revised on October 28, 2014; and
- FIN-012-C Travel and Expense Claims, last revised on January 9, 2014

The City Council Remuneration Policy provides direction for members of Council to assist with matters such as remuneration, honorariums, expense reimbursements, professional development, per diems, and other benefits.

The Travel and Expense Claims Policy provides direction for members of Council and Administration on reimbursements for personal expenses incurred while on authorized City business. The policy has been written for both members of Council and Administration. This can lead to confusion as only certain sections of the policy relate to members of Council, while a significant portion of the policy is applicable to Administration.

Conducting a review of the policies would provide Administration with an opportunity to ensure information is accurately reflected, clear and concise language is used, and a consistent format is used. Additionally, a review of the two policies would address any inconsistencies in the information provided.

Moving forward, it is recommended that the City Council Remuneration and Travel and Expense Claims (Council portion) Policies be drafted as a new policy focusing on Council remuneration and expenses. This would create one policy which is consistent, easily understood, and captures the remuneration and expense-related information for members of Council. The current Travel and Expense Claims Policy could also be re-drafted with a focus on Administration.

Enclosures:

1. Appendix A - GOV-009-C City Council Remuneration
 2. Appendix B - FIN-012-C Travel and Expense Claims
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Prepared by: Brenda Molter,
Director, Legislative Services

Date: February 22, 2017

Approved by: Troy Fleming,
Acting City Manager

Date: February 22, 2017

Submitted to: City Council

Date: February 28, 2017